

After You Click "Forgot Your Password?"

Whether or you have an email on file in Edison or not, you will receive this message indicating that a temporary password has been sent to your email address.

An email was sent to you with a one-time password. Please retrieve the password from the email account that you set up for one-time passwords and enter it on your personalized security image below.

You will need to keep this page open while you retrieve your temporary password from your e-mail and then enter it here.

Clade to link to have show the importance of you secure image.

The great year as secure image.

Delt account that you set up for one-time passwords and enter it on your personalized security image below.

If You Do Have an Email on File:

- Search your inbox for the email subject "Edison Identity and Access One-Time Password."
- Enter the temporary password from that email in the empty box.

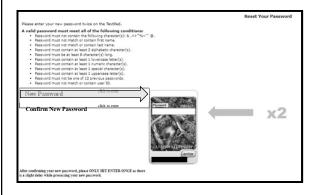
If You DO NOT Have an Email on File:

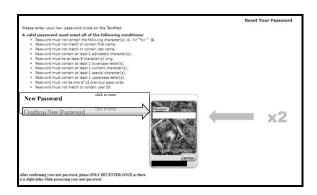
1. Please call the Edison Help Desk at 615-741-HELP.

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Enter your password twice – once in the "New Password" box and once in the "Confirm New Password" box. Once typing in both prompts, click "enter" ONCE.

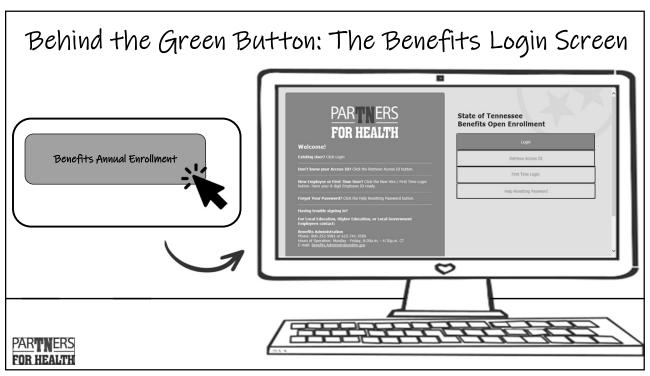


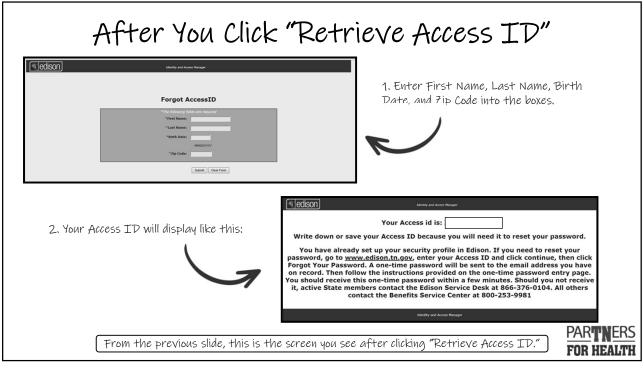


After doing so, you will be taken to the Edison Home Screen.

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Behind the Green Button: The Benefits Login Screen

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Welcome

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Benefits Open Enrollment

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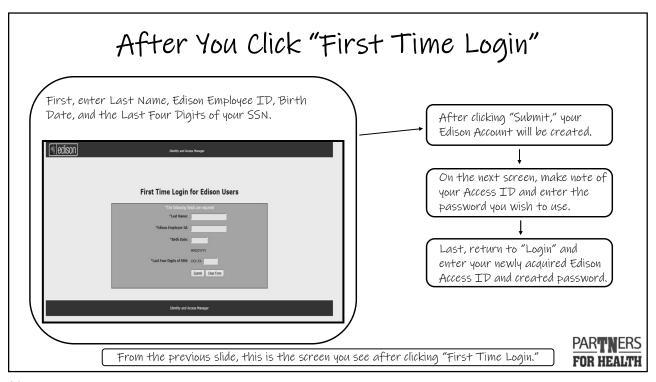
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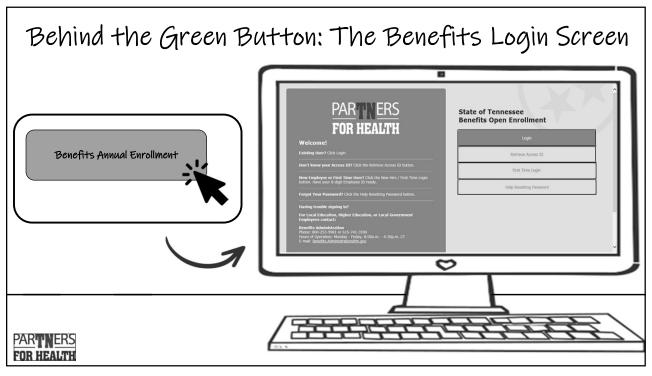
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After You Click "Help Resetting Password"

You will be directed to our helpful video on Youtube with instructions on how to reset your password.



From the previous slide, this is the screen you see after clicking "Help Resetting Password."



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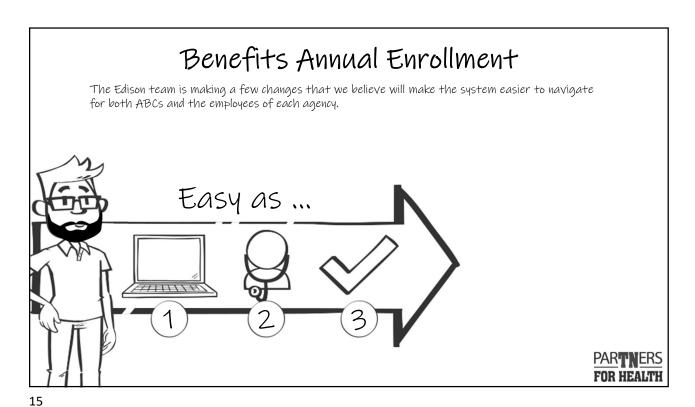
New Acceptable Use Policy (AUP)

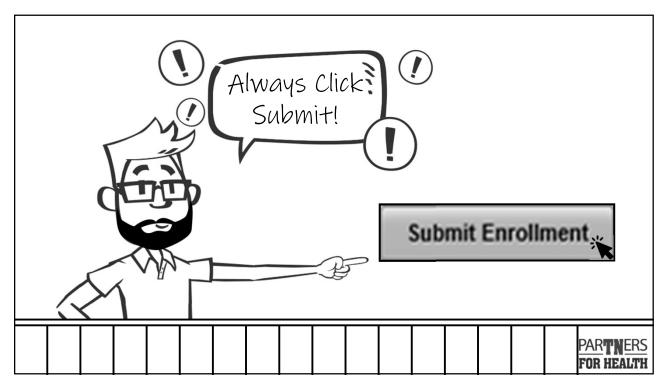
All users must agree to the Acceptable Use Policy after logging in if they haven't logged in recently.



After reading, check the box that indicates you have read and agree. Click the "I agree" button.







User Experience

- lacktriangle The Edison Home Page may look different on a computer than it does on a mobile device.
- ☐ When you log in, the system will know what type of device you are on and it will optimize the home page based on your device.
- ☐ For this presentation, we will review what the screens will look like from a desktop view.

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How to Enroll in Edison (Computer)

After logging into Edison, you will see something like this page.

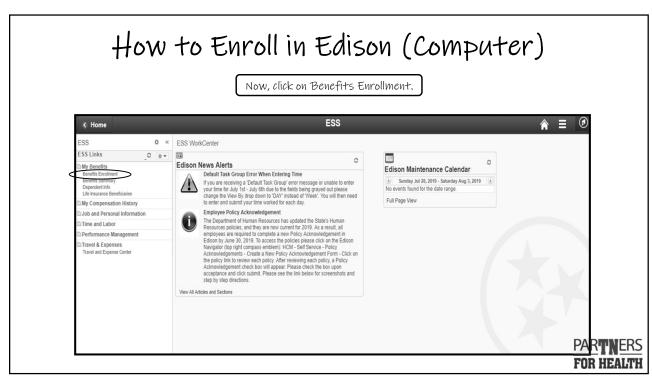


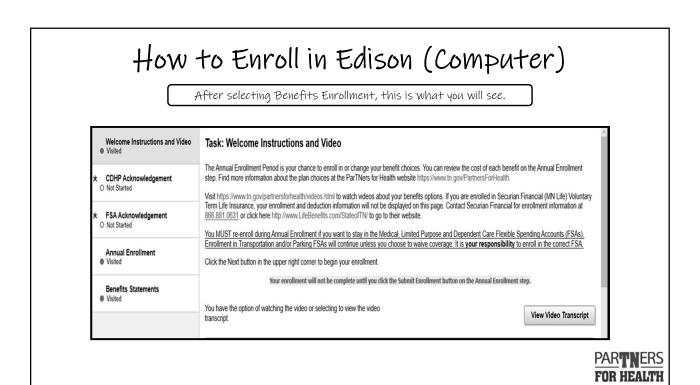


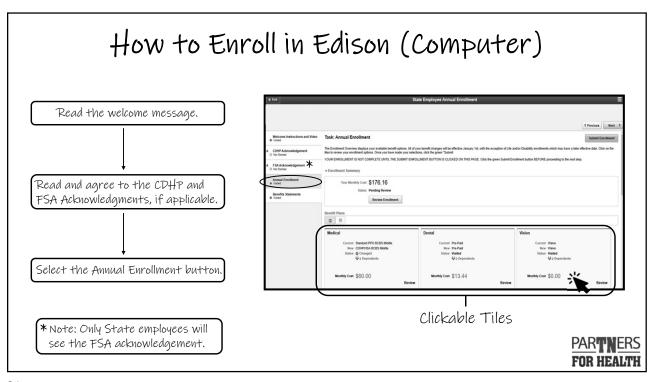
Click on "Employee WorkCenter"

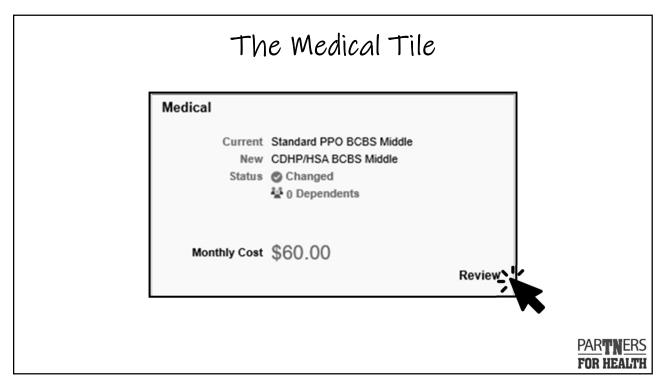


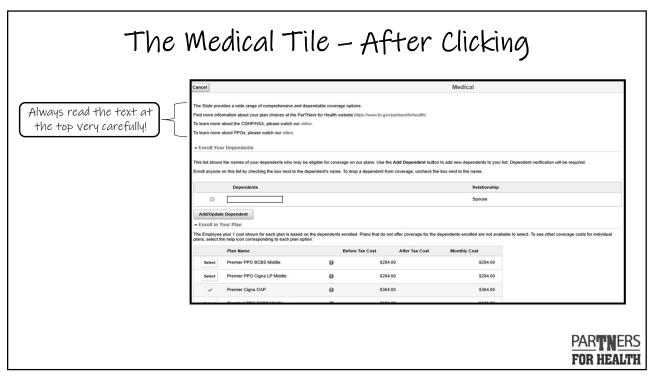
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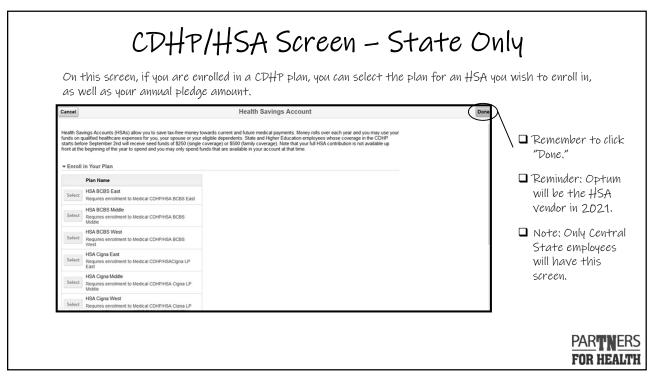


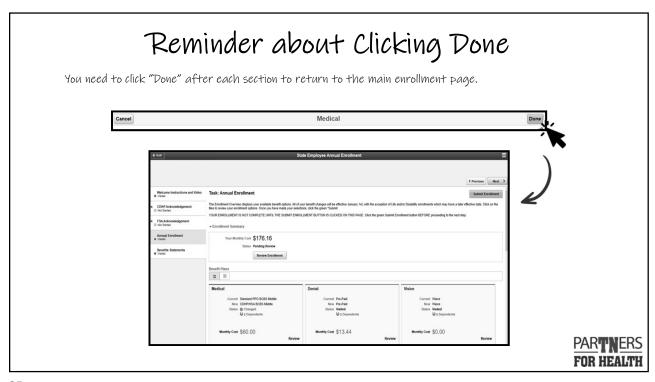


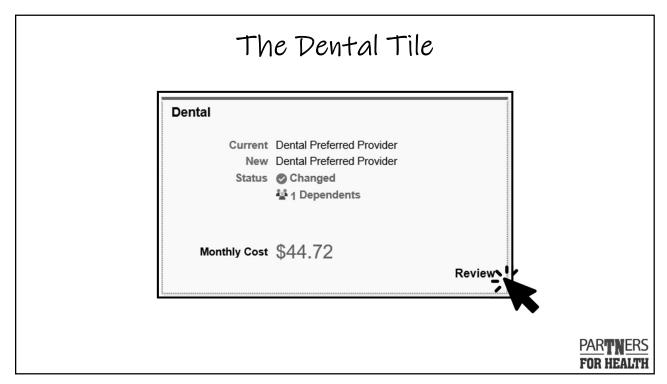




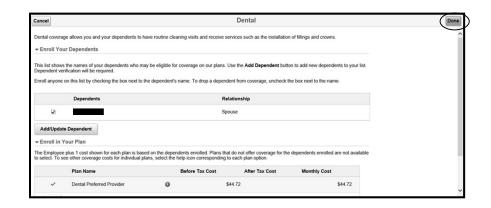








The Dental Tile - After Clicking

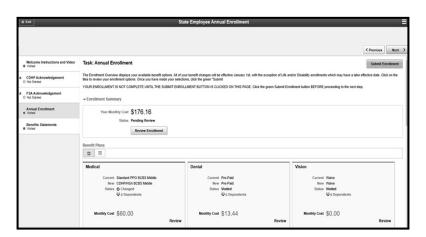


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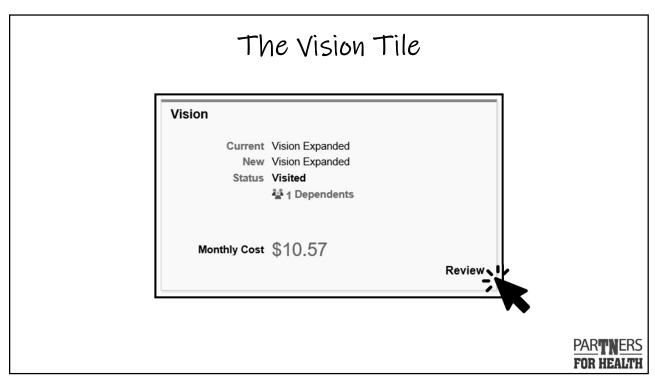
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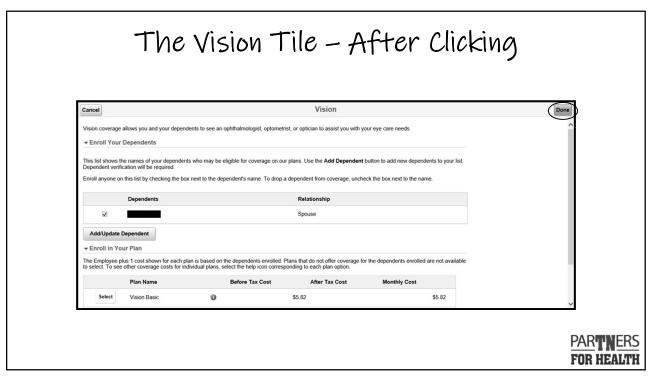
Back to the Main Enrollment Page

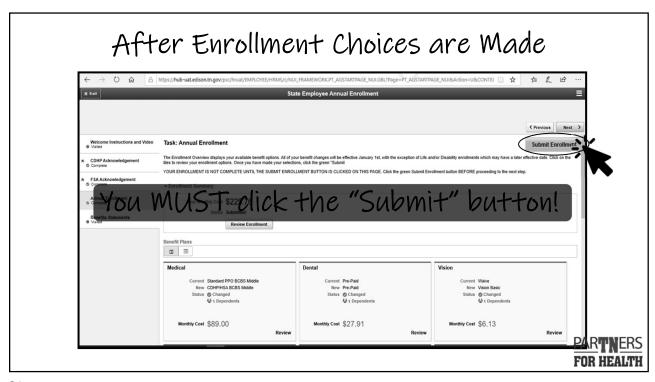
Now, let's click the Vision Tile.

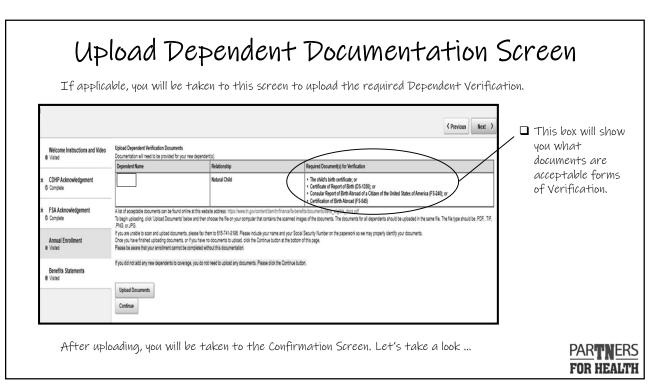


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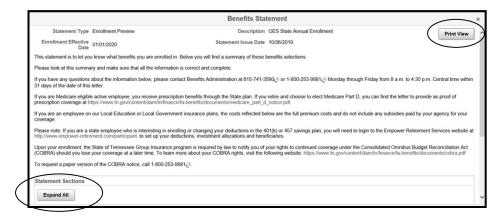




Confirmation Statement

There are two ways to view your Confirmation Statement.

- 1. Online by clicking "Expand All"
- 2. Print by clicking "Print View"



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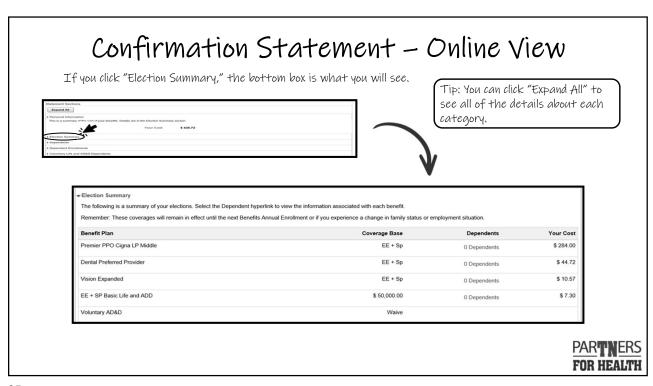
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Confirmation Statement - Online View

Let's first look at the Online View.



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Confirmation Statement - Print View

Now, let's look at the "Print View" of the Confirmation Statement.

Benefits Statement ×		
Statement Type Enrollment Preview	Description OES State Annual Enrollment Print View	
Enrollment Effective Date 01/01/2020	Statement Issue Date 10/06/2019	
This statement is to let you know what benefits you are enrolled in. Below you will find a summary of these benefits selections.		
Please look at this summary and make sure that all the information is correct and complete.		
If you have any questions about the information below, please 31 days of the date of this letter.	tact Benefits Administration at 615-741-3590 @ or 1-800-253-9981 @ Monday through Friday from 8 a.m. to 4:30 p.m. Central time within	
If you are Medicare eligible active employee, you receive prescription benefits through the State plan. If you refire and choose to elect Medicare Part D, you can find the letter to provide as proof of prescription coverage at https://www.ln.gov/content/dam/tn/finance/fa-benefits/documents/medicare_part_d_notice.pdf.		
If you are an employee on our Local Education or Local Gover coverage.	nt insurance plans, the costs reflected below are the full premium costs and do not include any subsidies paid by your agency for your	
Please note: If you are a state employee who is interesting in e http://www.empower-retirement.com/participant. to set up your	Illing or changing your deductions in the 401(k) or 457 savings plan, you will need to login to the Empower Retirement Services website at functions, investment allocations and beneficiaries.	
Upon your enrollment, the State of Tennessee Group Insurance program is required by law to notify you of your rights to continued coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) should you lose your coverage at a later time. To learn more about your COBRA rights, visit the following website: https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/cobra.pdf		
To request a paper version of the COBRA notice, call 1-800-25	981 _{t.} ®.	
Statement Sections		
Expand All		

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